NEW YORK STATE OF OPPORTUNITY. | Department of Civil Service

Retroactive Sick Leave Adjustment Training

Employee Benefits Division

August 27, 2021

Message from the Director of EBD: Jim DeWan

(518) 473-1977

James.DeWan@cs.ny.gov

NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

Agenda

1. Background
2. Retroactive Sick Leave Adjustment Worklist
3. Retroactive Sick Leave Adjustment Template
4. How to View Adjustment in NYBEAS
5. NYBEAS Sick Leave History
6. Contact Us & Questions

Background

- As a result of collective bargaining agreements, the State of New York has recently paid retroactive salary increases to many unionized and Management/Confidential employees
- Employees who retired on or after the effective date of the retroactive salary increases may have an increased salary at the time of retirement and therefore be entitled to an increase in their monthly sick leave credit

Background

- The Employee Benefits Division (EBD) has extracted the adjusted salary information from records produced by the Office of the State Comptroller (OSC)
- Enrollees that were formerly employed by your agency who may be eligible for an increase in their sick leave credit have been identified and added to a new NYBEAS worklist labeled **“Retroactive Sick Leave Adj”**

Background

- It is your responsibility, as an agency's Health Benefits Administrator (HBA) to review the adjusted salary information for each retiree listed on your worklist
- You must determine if the adjusted salary information is correct and then update NYBEAS accordingly
- You must complete the Retroactive Sick Leave Adjustment Worklist by close of business September 6, 2021
- Failure to make these adjustments will result in additional work for EBD and your agency

Background

- EBD will send a confirmation letter to enrollees once their sick leave credit adjustment has been processed
- If the agency's worklist is not completed by September 6, 2021, enrollees will receive a letter informing them that the retroactive adjustment was not processed and to contact their former agency's HBA directly

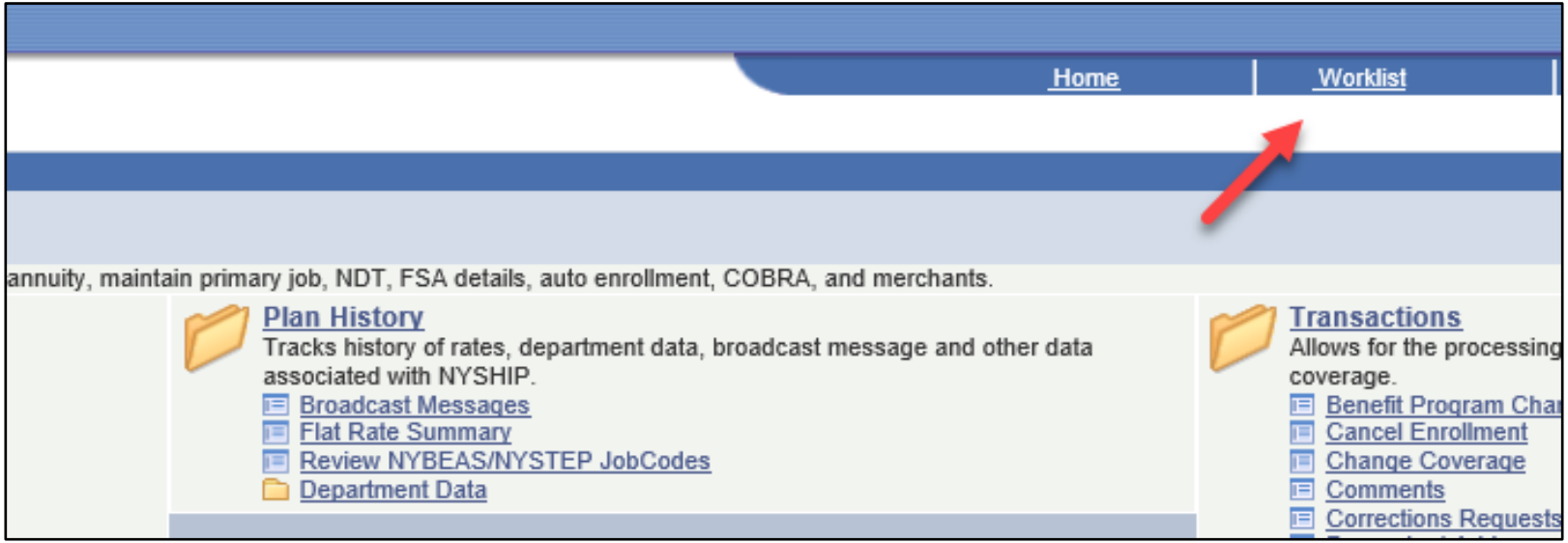
HBA Memo NY21-16 Sick Leave Credit

- HBA Memo NY21-16 Sick Leave Credit includes instructions on how to process a sick leave adjustment due to a retroactive salary increase
- Please refer to these instructions when processing a sick leave adjustment due to a retroactive salary increase
- The memo and instructions can be found on HBA Online

Retroactive Sick Leave Adjustment Worklist

Retroactive Sick Leave Adjustment Worklist

- Worklists can be found in the top right corner of your NYBEAS window. Click Worklist



Retroactive Sick Leave Adjustment Worklist

- All worklists that you have access to will appear, including the **Retroactive Sick Leave Adjustment Worklist**

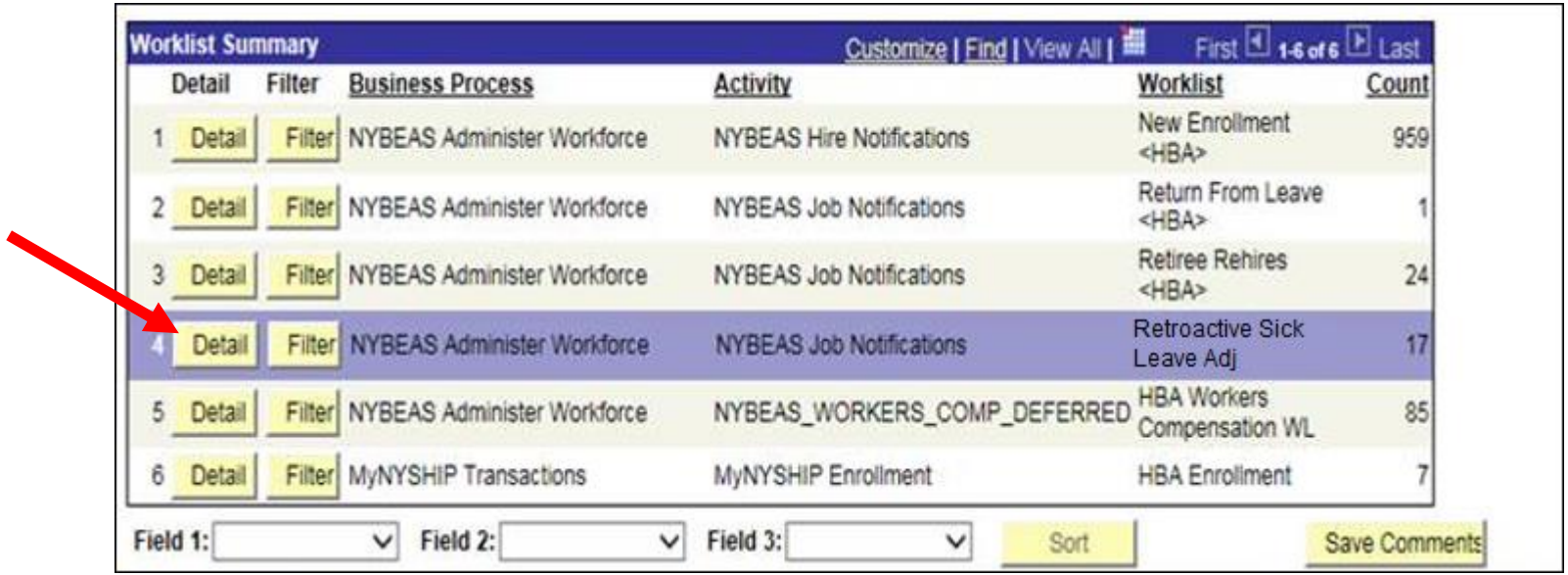
Worklist Summary — Customize | Find | View All | First 1-6 of 6 Last

	Detail	Filter	Business Process	Activity	Worklist	Count
1	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Hire Notifications	New Enrollment <HBA>	959
2	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Return From Leave <HBA>	1
3	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retiree Rehires <HBA>	24
4	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retroactive Sick Leave Adj	17
5	Detail	Filter	NYBEAS Administer Workforce	NYBEAS_WORKERS_COMP_DEFERRED	HBA Workers Compensation WL	85
6	Detail	Filter	MyNYSHIP Transactions	MyNYSHIP Enrollment	HBA Enrollment	7

Field 1: Field 2: Field 3: Sort Save Comments

Retroactive Sick Leave Adjustment Worklist

- Click **Detail** next to the **Retroactive Sick Leave Adjustment Worklist**



Worklist Summary — Customize | Find | View All | First 1-6 of 6 Last

	Detail	Filter	Business Process	Activity	Worklist	Count
1	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Hire Notifications	New Enrollment <HBA>	959
2	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Return From Leave <HBA>	1
3	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retiree Rehires <HBA>	24
4	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retroactive Sick Leave Adj	17
5	Detail	Filter	NYBEAS Administer Workforce	NYBEAS_WORKERS_COMP_DEFERRED	HBA Workers Compensation WL	85
6	Detail	Filter	MyNYSHIP Transactions	MyNYSHIP Enrollment	HBA Enrollment	7

Field 1: Field 2: Field 3: Sort Save Comments

Retroactive Sick Leave Adjustment Worklist

- A list of enrollees from your agency will appear and you must process a Retroactive Sick Leave Adjustment for all enrollees listed

Worklist Summary — Customize | Find | View All | First 1-6 of 6 Last

	Detail	Filter	Business Process	Activity	Worklist	Count
1	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Hire Notifications	New Enrollment <HBA>	959
2	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Return From Leave <HBA>	1
3	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retiree Rehires <HBA>	24
4	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retroactive Sick Leave Adj	17
5	Detail	Filter	NYBEAS Administer Workforce	NYBEAS_WORKERS_COMP_DEFERRED	HBA Workers Compensation WL	85
6	Detail	Filter	MyNYSHIP Transactions	MyNYSHIP Enrollment	HBA Enrollment	7

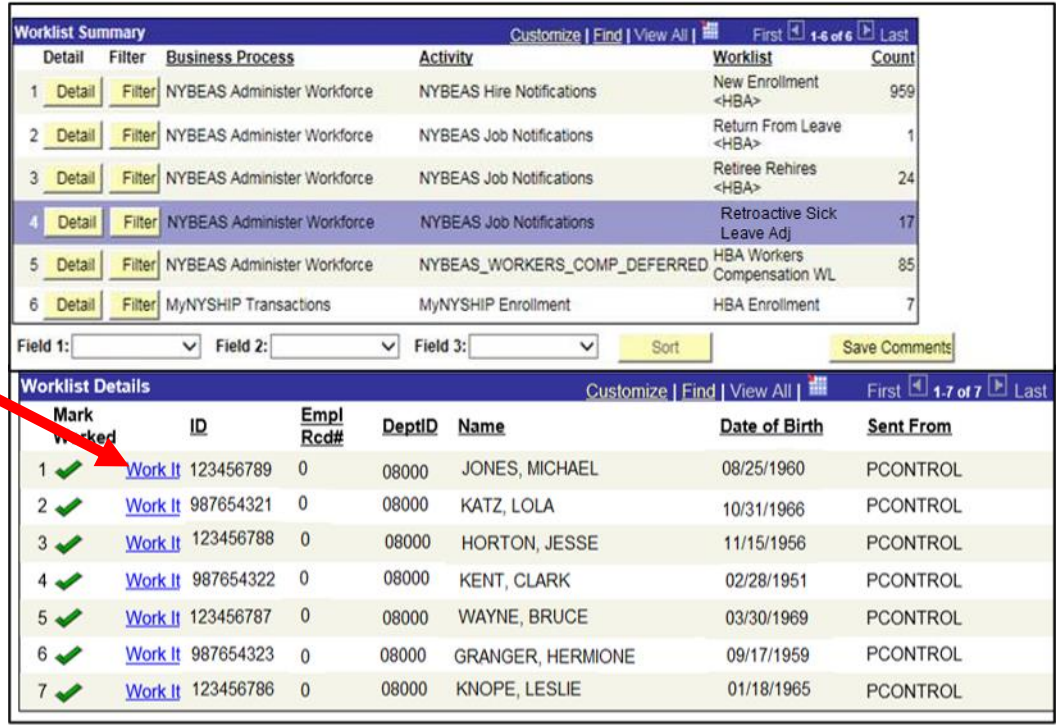
Field 1: Field 2: Field 3: Sort Save Comments

Worklist Details — Customize | Find | View All | First 1-7 of 7 Last

	Mark Worked		ID	Empl Rcd#	DeptID	Name	Date of Birth	Sent From
1	✔	Work It	123456789	0	08000	JONES, MICHAEL	08/25/1960	PCONTROL
2	✔	Work It	987654321	0	08000	KATZ, LOLA	10/31/1966	PCONTROL
3	✔	Work It	123456788	0	08000	HORTON, JESSE	11/15/1956	PCONTROL
4	✔	Work It	987654322	0	08000	KENT, CLARK	02/28/1951	PCONTROL
5	✔	Work It	123456787	0	08000	WAYNE, BRUCE	03/30/1969	PCONTROL
6	✔	Work It	987654323	0	08000	GRANGER, HERMIONE	09/17/1959	PCONTROL
7	✔	Work It	123456786	0	08000	KNOPE, LESLIE	01/18/1965	PCONTROL

Retroactive Sick Leave Adjustment Worklist

- Click **Work It** next to an enrollee's **ID** to process their Retroactive Sick Leave Adjustment



Worklist Summary — Customize | Find | View All | First 1-6 of 6 Last

	Detail	Filter	Business Process	Activity	Worklist	Count
1	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Hire Notifications	New Enrollment <HBA>	959
2	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Return From Leave <HBA>	1
3	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retiree Rehires <HBA>	24
4	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retroactive Sick Leave Adj	17
5	Detail	Filter	NYBEAS Administer Workforce	NYBEAS_WORKERS_COMP_DEFERRED	HBA Workers Compensation WL	85
6	Detail	Filter	MyNYSHIP Transactions	MyNYSHIP Enrollment	HBA Enrollment	7

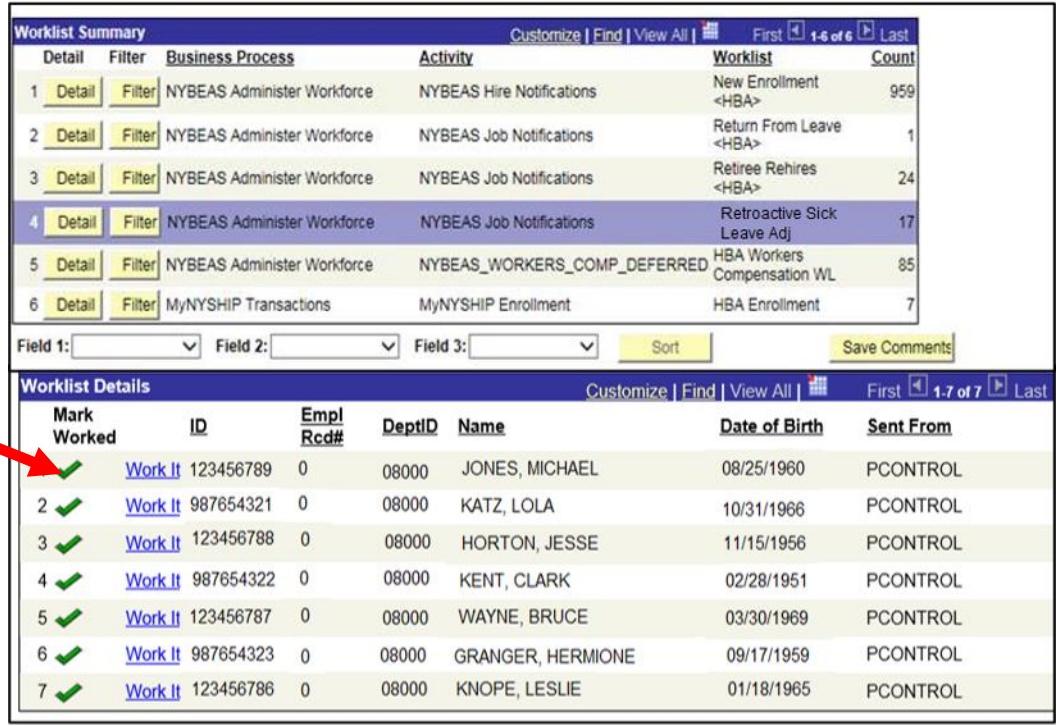
Field 1: Field 2: Field 3: Sort Save Comments

Worklist Details — Customize | Find | View All | First 1-7 of 7 Last

	Mark Worked	ID	Empl Rcd#	DeptID	Name	Date of Birth	Sent From
1	✓	Work It 123456789	0	08000	JONES, MICHAEL	08/25/1960	PCONTROL
2	✓	Work It 987654321	0	08000	KATZ, LOLA	10/31/1966	PCONTROL
3	✓	Work It 123456788	0	08000	HORTON, JESSE	11/15/1956	PCONTROL
4	✓	Work It 987654322	0	08000	KENT, CLARK	02/28/1951	PCONTROL
5	✓	Work It 123456787	0	08000	WAYNE, BRUCE	03/30/1969	PCONTROL
6	✓	Work It 987654323	0	08000	GRANGER, HERMIONE	09/17/1959	PCONTROL
7	✓	Work It 123456786	0	08000	KNOPE, LESLIE	01/18/1965	PCONTROL

Retroactive Sick Leave Adjustment Worklist

- After processing a Retroactive Sick Leave Adjustment, return to the **Retroactive Sick Leave Adjustment Worklist** and click the "✓" to confirm you have worked the item



Worklist Summary — Customize | Find | View All | First 1-6 of 6 Last

	Detail	Filter	Business Process	Activity	Worklist	Count
1	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Hire Notifications	New Enrollment <HBA>	959
2	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Return From Leave <HBA>	1
3	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retiree Rehires <HBA>	24
4	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retroactive Sick Leave Adj	17
5	Detail	Filter	NYBEAS Administer Workforce	NYBEAS_WORKERS_COMP_DEFERRED	HBA Workers Compensation WL	85
6	Detail	Filter	MyNYSHIP Transactions	MyNYSHIP Enrollment	HBA Enrollment	7

Field 1: Field 2: Field 3: Sort Save Comments

Worklist Details — Customize | Find | View All | First 1-7 of 7 Last

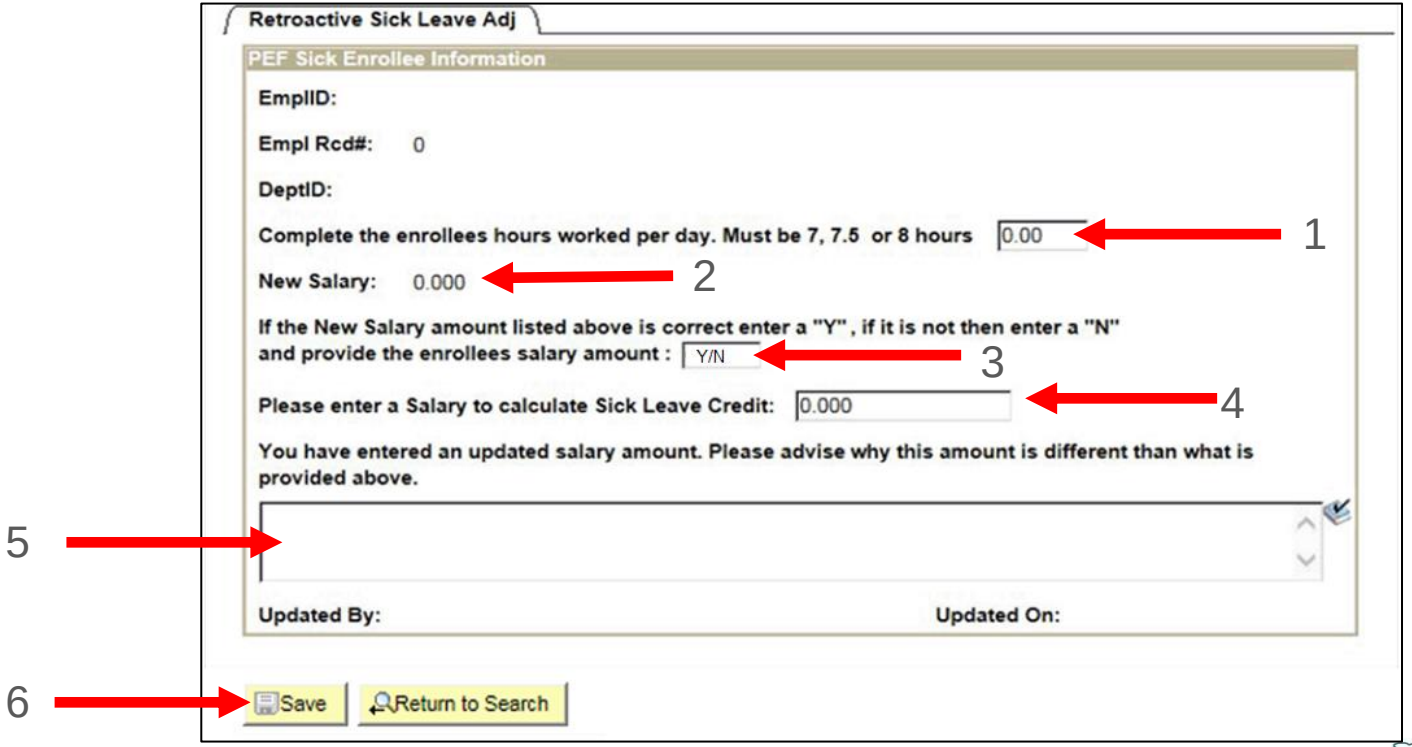
	Mark Worked		ID	Empl Rcd#	DeptID	Name	Date of Birth	Sent From
1	✓	Work It	123456789	0	08000	JONES, MICHAEL	08/25/1960	PCONTROL
2	✓	Work It	987654321	0	08000	KATZ, LOLA	10/31/1966	PCONTROL
3	✓	Work It	123456788	0	08000	HORTON, JESSE	11/15/1956	PCONTROL
4	✓	Work It	987654322	0	08000	KENT, CLARK	02/28/1951	PCONTROL
5	✓	Work It	123456787	0	08000	WAYNE, BRUCE	03/30/1969	PCONTROL
6	✓	Work It	987654323	0	08000	GRANGER, HERMIONE	09/17/1959	PCONTROL
7	✓	Work It	123456786	0	08000	KNOPE, LESLIE	01/18/1965	PCONTROL

Retroactive Sick Leave Adjustment Worklist

- It is your responsibility to complete every item on your Sick Leave Adjustment Worklist
- For each item on the worklist, you must “Work It” and then click the checkmark to mark the item worked
- Enrollees will be removed from the worklist after you mark an item worked
- If you remove an enrollee from your worklist in error or save incorrect information on the Retroactive Sick Leave Adjustment Template, you will not be able to correct the information through the worklist
- Contact the HBA Help Line at (518) 474-2780 if you require assistance

Retroactive Sick Leave Adjustment Template

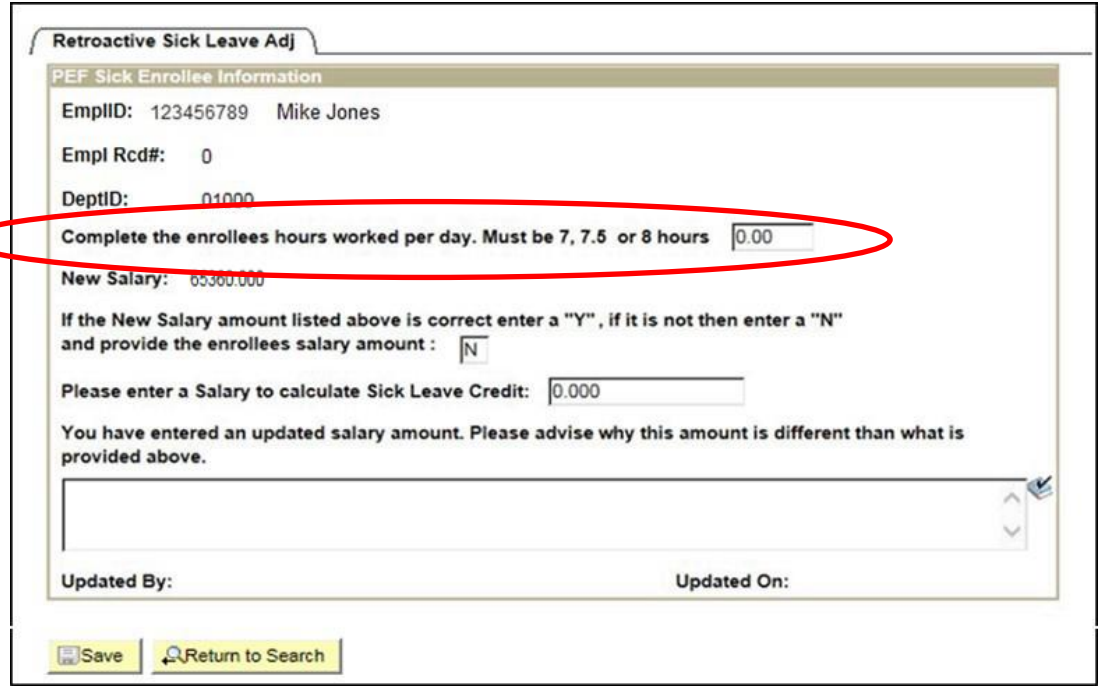
Retroactive Sick Leave Adjustment Template



How to update the Retroactive Sick Leave Adjustment Template when the New Salary listed in the Template is <u>correct</u>

Retroactive Sick Leave Adjustment Template

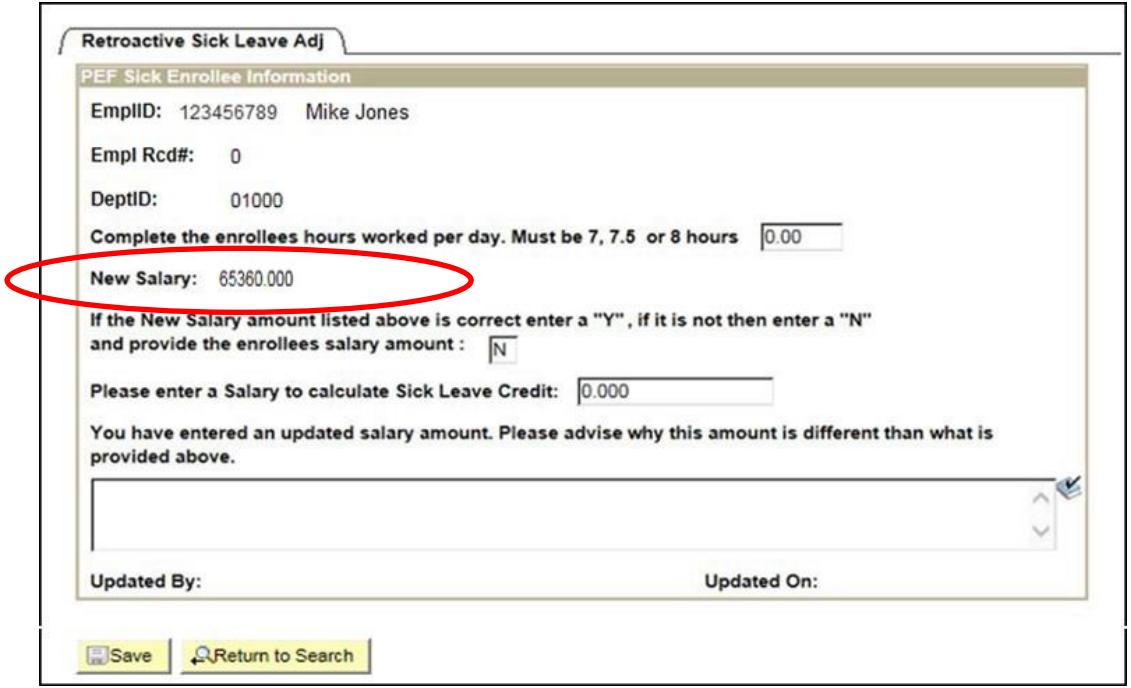
- In the **complete the enrollee's hours worked per day** field, enter **"7," "7.5," or "8"** to confirm the enrollee's former daily work schedule



NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

Retroactive Sick Leave Adjustment Template

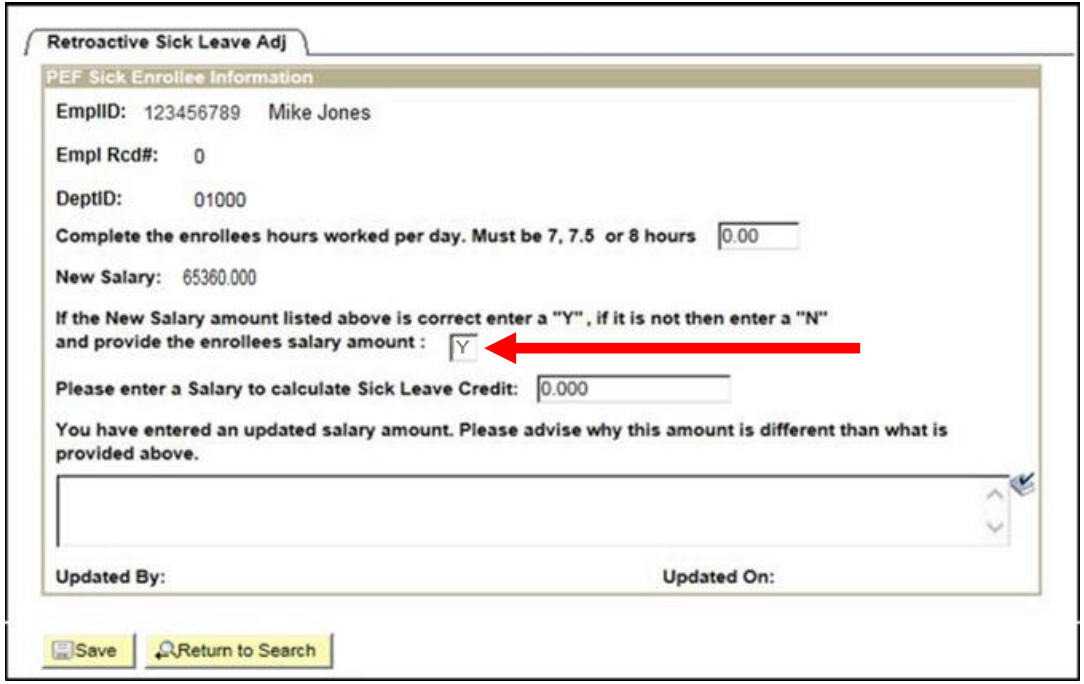
- Review the **New Salary** amount listed in the template



NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

Retroactive Sick Leave Adjustment Template

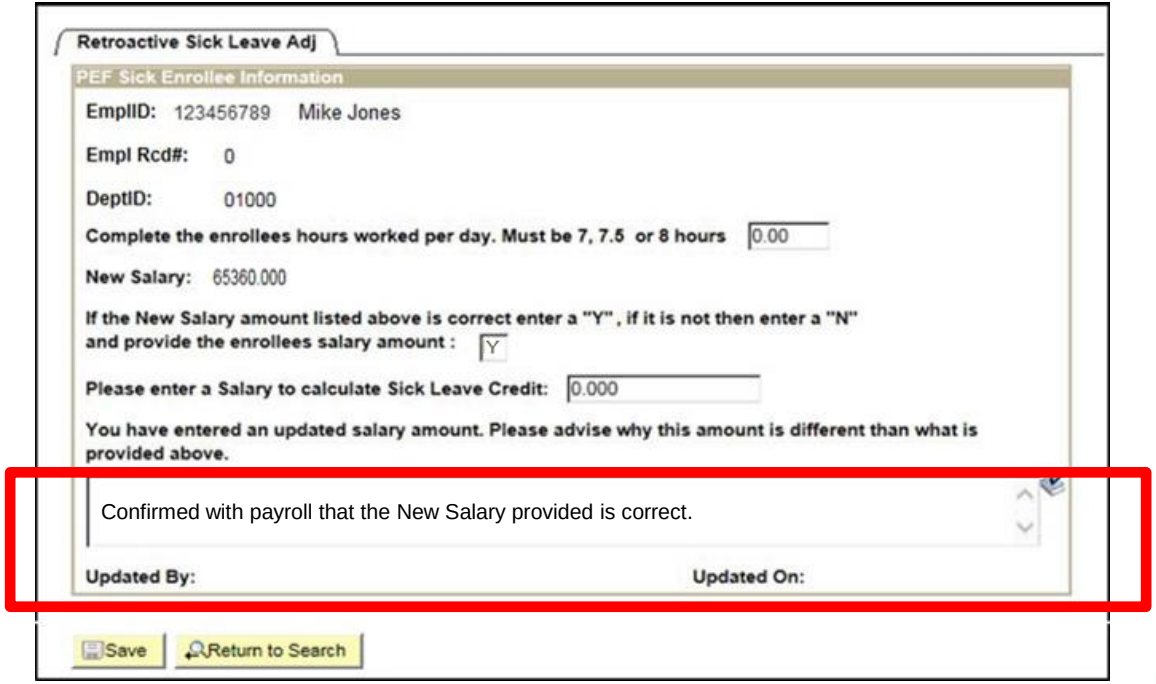
- After confirming the **New Salary** is correct, enter "**Y**" in the corresponding box to confirm that this is the correct adjusted salary for the enrollee



NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

Retroactive Sick Leave Adjustment Template

- Enter a comment to confirm that the **New Salary** amount provided in the template is correct

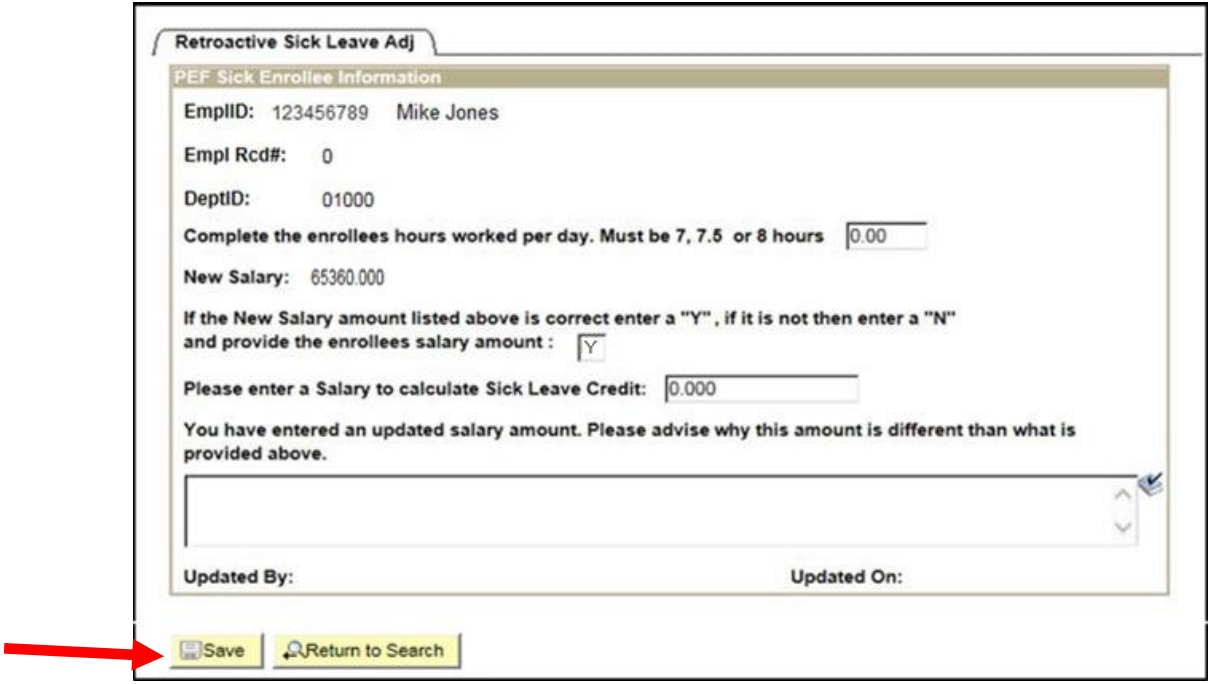


Retroactive Sick Leave Adjustment Template

- You must enter a comment in the template to confirm that the **New Salary** amount provided in the template is correct
- After you enter a Y you must enter a comment, or you will not be able to save your input
- If there is no comment in the Retroactive Sick Leave Adjustment Template:
  - EBD will not update the enrollee's Sick Leave Credit
  - EBD will send the enrollee a letter confirming they were identified as an individual whose sick leave credit should have been updated, but insufficient information was provided by their former employer

Retroactive Sick Leave Adjustment Template

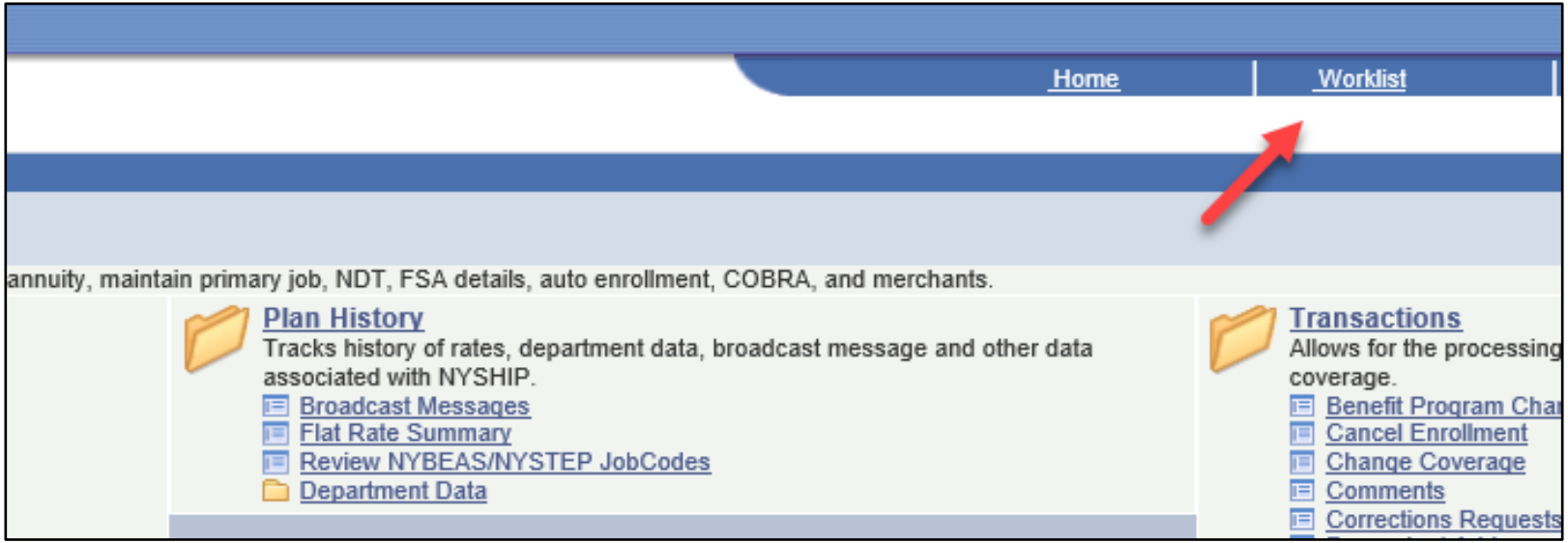
- When finished updating the template, click **Save** on the bottom of the page



NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

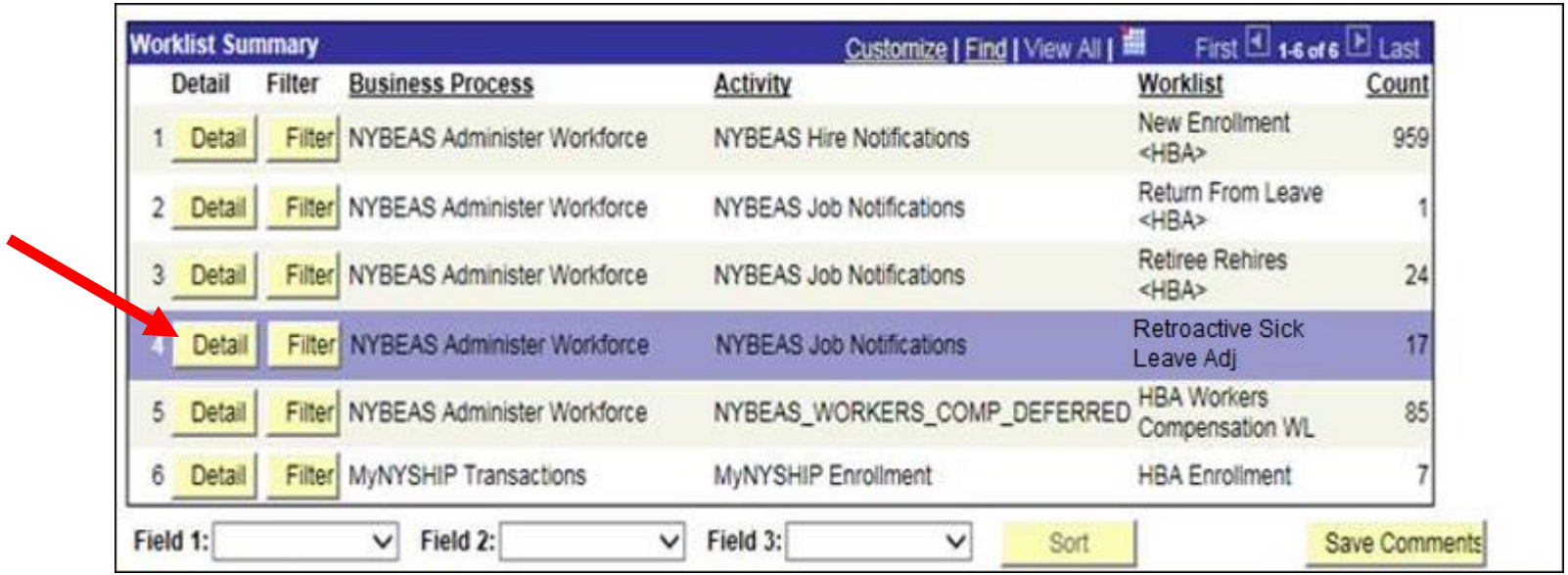
Retroactive Sick Leave Adjustment Template

- After saving the information in the template, you must return to the **Retroactive Sick Leave Adjustment Worklist** to mark the item worked



Retroactive Sick Leave Adjustment Template

- Click **Detail** next to the **Retroactive Sick Leave Adjustment Worklist**



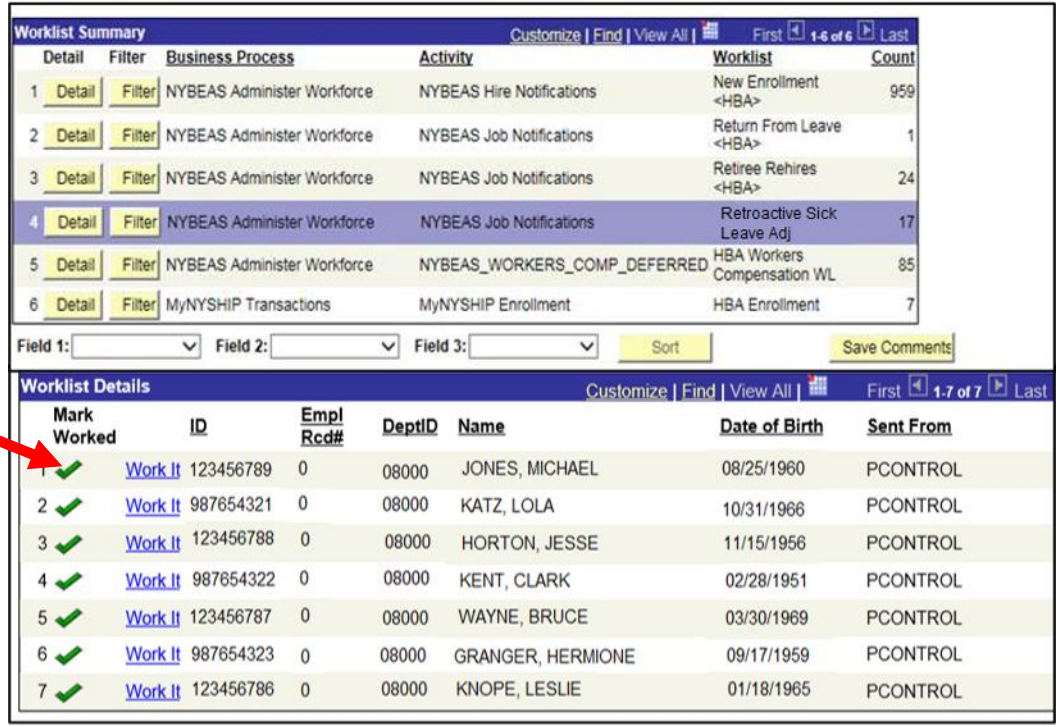
Worklist Summary — Customize | Find | View All | First 1-6 of 6 Last

	Detail	Filter	Business Process	Activity	Worklist	Count
1	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Hire Notifications	New Enrollment <HBA>	959
2	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Return From Leave <HBA>	1
3	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retiree Rehires <HBA>	24
4	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retroactive Sick Leave Adj	17
5	Detail	Filter	NYBEAS Administer Workforce	NYBEAS_WORKERS_COMP_DEFERRED	HBA Workers Compensation WL	85
6	Detail	Filter	MyNYSHIP Transactions	MyNYSHIP Enrollment	HBA Enrollment	7

Field 1: Field 2: Field 3: Sort Save Comments

Retroactive Sick Leave Adjustment Template

- Click the "✓" confirming you have **Mark Worked** the worklist item.



Worklist Summary — Customize | Find | View All | First 1-6 of 6 Last

	Detail	Filter	Business Process	Activity	Worklist	Count
1	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Hire Notifications	New Enrollment <HBA>	959
2	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Return From Leave <HBA>	1
3	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retiree Rehires <HBA>	24
4	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retroactive Sick Leave Adj	17
5	Detail	Filter	NYBEAS Administer Workforce	NYBEAS_WORKERS_COMP_DEFERRED	HBA Workers Compensation WL	85
6	Detail	Filter	MyNYSHIP Transactions	MyNYSHIP Enrollment	HBA Enrollment	7

Field 1: Field 2: Field 3: Sort Save Comments

Worklist Details — Customize | Find | View All | First 1-7 of 7 Last

	Mark Worked		ID	Empl Rcd#	DeptID	Name	Date of Birth	Sent From
1	✓	Work It	123456789	0	08000	JONES, MICHAEL	08/25/1960	PCONTROL
2	✓	Work It	987654321	0	08000	KATZ, LOLA	10/31/1966	PCONTROL
3	✓	Work It	123456788	0	08000	HORTON, JESSE	11/15/1956	PCONTROL
4	✓	Work It	987654322	0	08000	KENT, CLARK	02/28/1951	PCONTROL
5	✓	Work It	123456787	0	08000	WAYNE, BRUCE	03/30/1969	PCONTROL
6	✓	Work It	987654323	0	08000	GRANGER, HERMIONE	09/17/1959	PCONTROL
7	✓	Work It	123456786	0	08000	KNOPE, LESLIE	01/18/1965	PCONTROL

How to update the Retroactive Sick Leave Adjustment Template when the New Salary listed in the Template is <u>incorrect</u>

Retroactive Sick Leave Adjustment Template

- In the **complete the enrollee's hours worked per day** field, enter **"7," "7.5," or "8"** to confirm the enrollee's former daily work schedule

Retroactive Sick Leave Adj

PEF Sick Enrollee Information

EmplID: 123456789 Mike Jones

Empl Rcd#: 0

DeptID: 01000

Complete the enrollees hours worked per day. Must be 7, 7.5 or 8 hours 7.50

New Salary: 65360.000

If the New Salary amount listed above is correct enter a "Y", if it is not then enter a "N" and provide the enrollees salary amount : N

Please enter a Salary to calculate Sick Leave Credit: 0.000

You have entered an updated salary amount. Please advise why this amount is different than what is provided above.

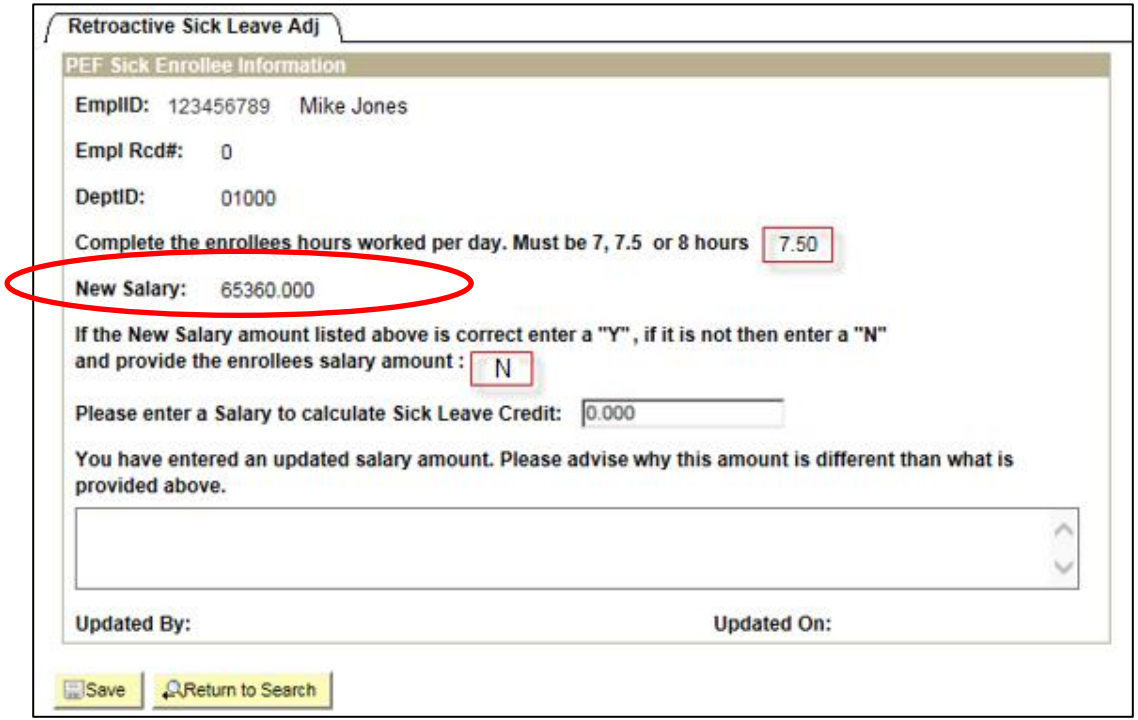
Updated By: Updated On:

Save Return to Search

NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

Retroactive Sick Leave Adjustment Template

- Review the **New Salary** amount listed in the template



NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

Retroactive Sick Leave Adjustment Template

- If the New Salary Amount is incorrect enter “**N**” in the corresponding box

Retroactive Sick Leave Adj

PEF Sick Enrollee Information

EmplID: 123456789 Mike Jones

Empl Rcd#: 0

DeptID: 01000

Complete the enrollees hours worked per day. Must be 7, 7.5 or 8 hours 7.50

New Salary: 65360.000

If the New Salary amount listed above is correct enter a "Y", if it is not then enter a "N" and provide the enrollees salary amount : N

Please enter a Salary to calculate Sick Leave Credit: 0.000

You have entered an updated salary amount. Please advise why this amount is different than what is provided above.

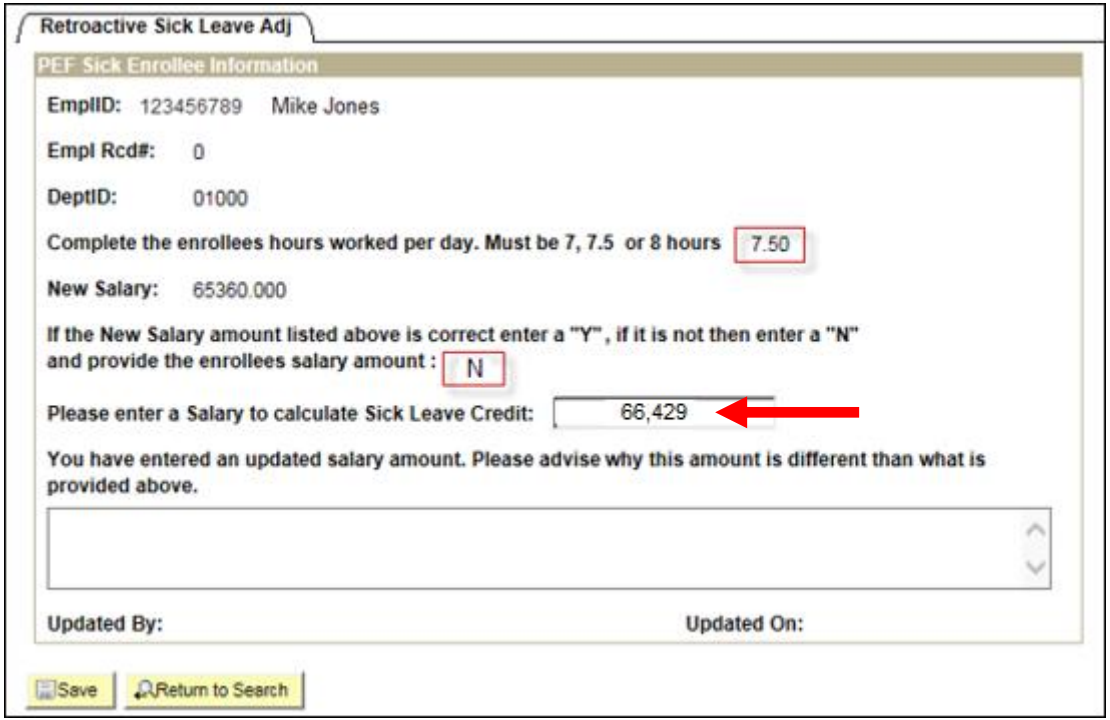
Updated By: Updated On:

Save Return to Search

NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

Retroactive Sick Leave Adjustment Template

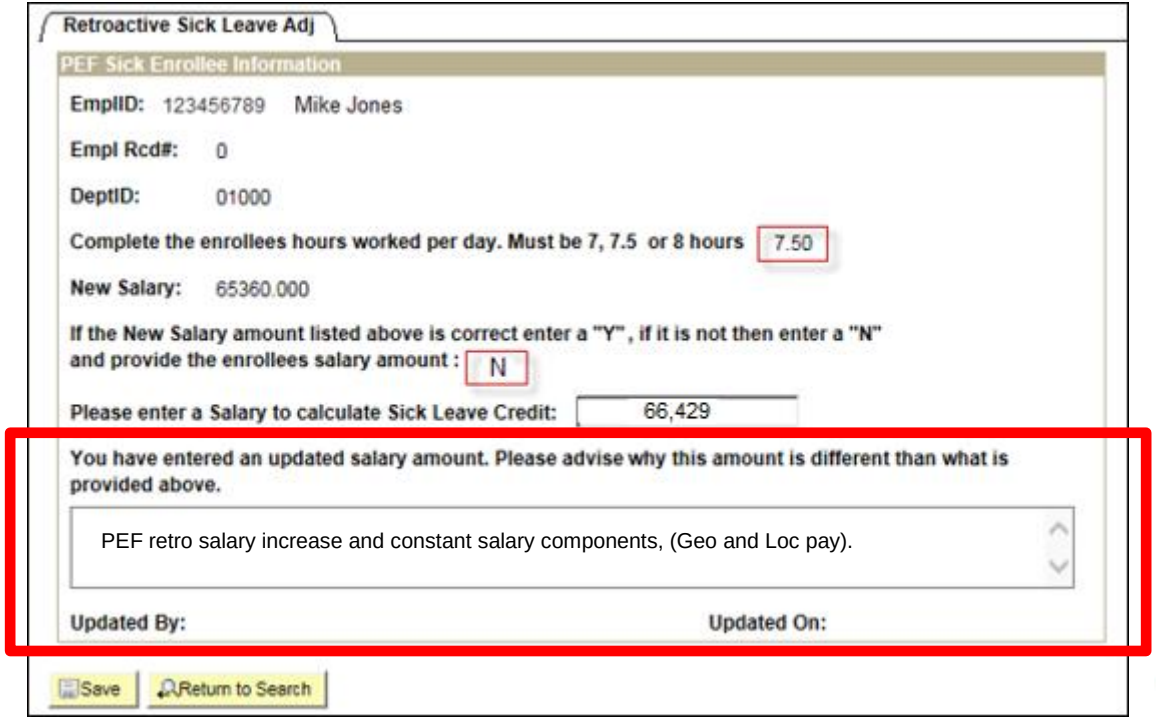
- After confirming the **New Salary** is incorrect, insert the correct annual salary amount in the **Please Enter A Salary to Calculate Sick Leave Credit** field



NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

Retroactive Sick Leave Adjustment Template

- Enter a comment to advise why the **Salary to Calculate Sick Leave Credit** you are reporting is different than the **New Salary** amount provided in the template



NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

Retroactive Sick Leave Adjustment Template

- If the Salary to Calculate Sick Leave Credit you report is different than the New Salary amount provided in the Retroactive Sick Leave Adjustment Template, **you must enter a comment in the template**
- If there is no comment in the Retroactive Sick Leave Adjustment Template:
  - EBD will not update the enrollee's Sick Leave Credit
  - EBD will send the enrollee a letter confirming they were identified as an individual whose sick leave credit should have been updated, but insufficient information was provided by their former employer

Retroactive Sick Leave Adjustment Template

- When finished updating the template, click Save on the bottom on page

Retroactive Sick Leave Adj

PEF Sick Enrollee Information

EmplID: 123456789 Mike Jones

Empl Rcd#: 0

DeptID: 01000

Complete the enrollees hours worked per day. Must be 7, 7.5 or 8 hours 7.50

New Salary: 65360.000

If the New Salary amount listed above is correct enter a "Y", if it is not then enter a "N" and provide the enrollees salary amount : N

Please enter a Salary to calculate Sick Leave Credit: 66,429

You have entered an updated salary amount. Please advise why this amount is different than what is provided above.

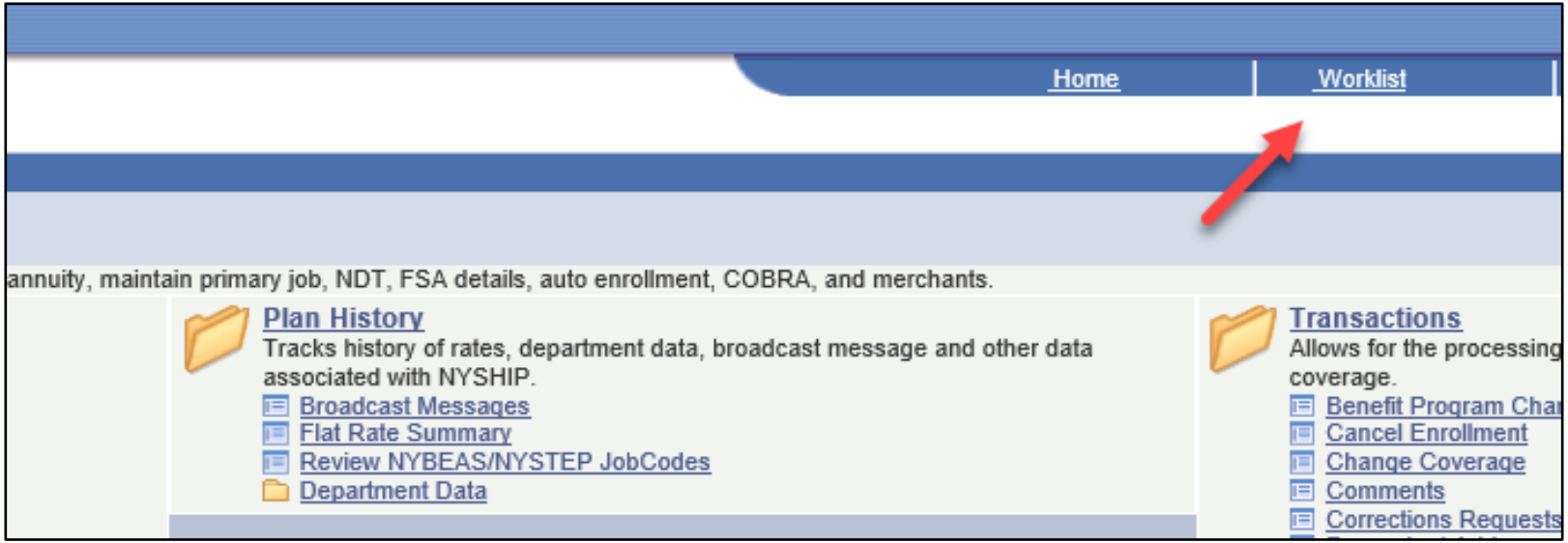
PEF retro salary increase and constant salary components, (Geo and Loc pay).

Updated By: Updated On:

Save Return to Search

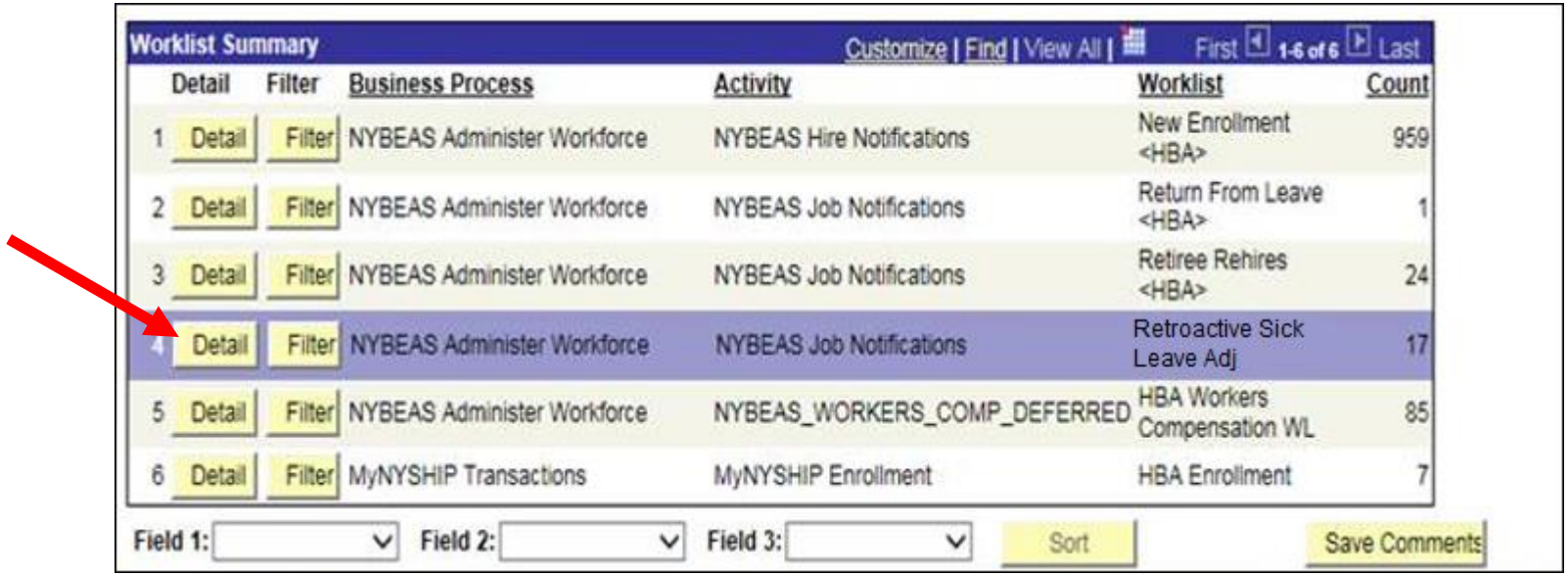
Retroactive Sick Leave Adjustment Template

- After saving the information in the template, you must return to the **Retroactive Sick Leave Adjustment Worklist** to mark the item worked



Retroactive Sick Leave Adjustment Template

- Click **Detail** next to the **Retroactive Sick Leave Adjustment Worklist**



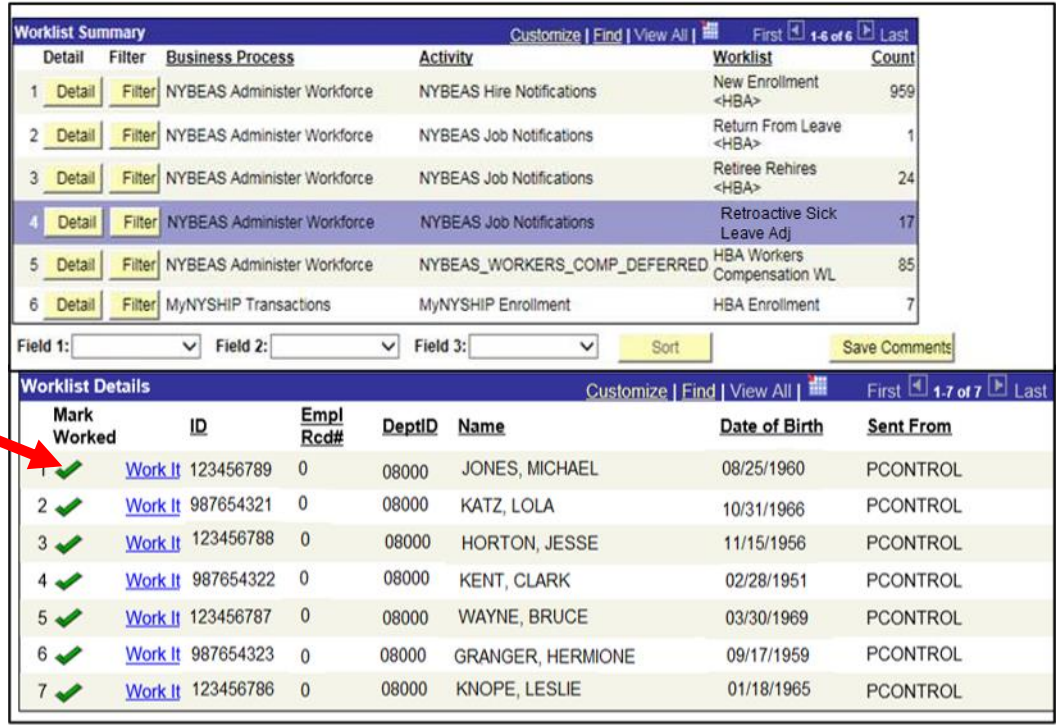
Worklist Summary — Customize | Find | View All | First 1-6 of 6 Last

	Detail	Filter	Business Process	Activity	Worklist	Count
1	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Hire Notifications	New Enrollment <HBA>	959
2	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Return From Leave <HBA>	1
3	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retiree Rehires <HBA>	24
4	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retroactive Sick Leave Adj	17
5	Detail	Filter	NYBEAS Administer Workforce	NYBEAS_WORKERS_COMP_DEFERRED	HBA Workers Compensation WL	85
6	Detail	Filter	MyNYSHIP Transactions	MyNYSHIP Enrollment	HBA Enrollment	7

Field 1: Field 2: Field 3: Sort Save Comments

Retroactive Sick Leave Adjustment Template

- Click the "✓" confirming you have **Mark Worked** the worklist item.



Worklist Summary — Customize | Find | View All | First 1-6 of 6 Last

	Detail	Filter	Business Process	Activity	Worklist	Count
1	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Hire Notifications	New Enrollment <HBA>	959
2	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Return From Leave <HBA>	1
3	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retiree Rehires <HBA>	24
4	Detail	Filter	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retroactive Sick Leave Adj	17
5	Detail	Filter	NYBEAS Administer Workforce	NYBEAS_WORKERS_COMP_DEFERRED	HBA Workers Compensation WL	85
6	Detail	Filter	MyNYSHIP Transactions	MyNYSHIP Enrollment	HBA Enrollment	7

Field 1: Field 2: Field 3: Sort Save Comments

Worklist Details — Customize | Find | View All | First 1-7 of 7 Last

	Mark Worked		ID	Empl Rcd#	DeptID	Name	Date of Birth	Sent From
1	✓	Work It	123456789	0	08000	JONES, MICHAEL	08/25/1960	PCONTROL
2	✓	Work It	987654321	0	08000	KATZ, LOLA	10/31/1966	PCONTROL
3	✓	Work It	123456788	0	08000	HORTON, JESSE	11/15/1956	PCONTROL
4	✓	Work It	987654322	0	08000	KENT, CLARK	02/28/1951	PCONTROL
5	✓	Work It	123456787	0	08000	WAYNE, BRUCE	03/30/1969	PCONTROL
6	✓	Work It	987654323	0	08000	GRANGER, HERMIONE	09/17/1959	PCONTROL
7	✓	Work It	123456786	0	08000	KNOPE, LESLIE	01/18/1965	PCONTROL

Confirmation of Sick Leave Adjustment

Date
ALT ID#

NAME
ADDRESS
ADDRESS

Dear Enrollee:

The recent Agreement between the State of New York and your former Union included retroactive salary adjustments. As a result, your monthly sick leave credit has been adjusted to reflect the retroactive salary increase. This monthly adjustment is used to offset your New York State Health Insurance Program (NYSHIP) premiums.

Your new monthly sick leave credit amount has been updated from $fld_OLD_SICK_AMT to $fld_NEW_SICK_AMT effective 01/01/1901, your retirement coverage effective date.

You will initially have a retroactive credit adjustment, representing the sick leave credit for the period between your retirement effective date and the date this adjustment was processed. Subsequent billings will reflect the updated monthly sick leave credit.
Should you have any questions concerning this information, please contact our office at 1-800-833-4344, Monday through Friday 9:00 am to 4:00 pm.

Sincerely,

Name
Program Administration Unit
Employee Benefits Division

NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

Confirmation of No Sick Leave Adjustment

Date
ALT ID#

NAME
ADDRESS
ADDRESS

Dear Enrollee:

The recent Agreement between the State of New York and your former Union included retroactive salary adjustments. Either your updated salary information was never provided to the Employee Benefits Division from your former agencies' personnel office or the new amount calculated resulted in a lower sick leave amount, which we believe, is an error. As a result, your monthly sick leave credit has not been adjusted using the retroactive salary increase. Your sick leave credit is used to reduce your New York State Health Insurance Program (NYSHIP) premiums. You will continue to receive the monthly sick leave credit <Sick Leave Credit Amount> that was calculated at the time of your retirement using your salary prior to the increase.

Should you have any questions concerning this information, or wish to have this information updated, you will need to contact your former agency.

Sincerely,

Program Administration Unit
Employee Benefits Division

NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

How to View Adjustment in NYBEAS

How to View Adjustment in NYBEAS

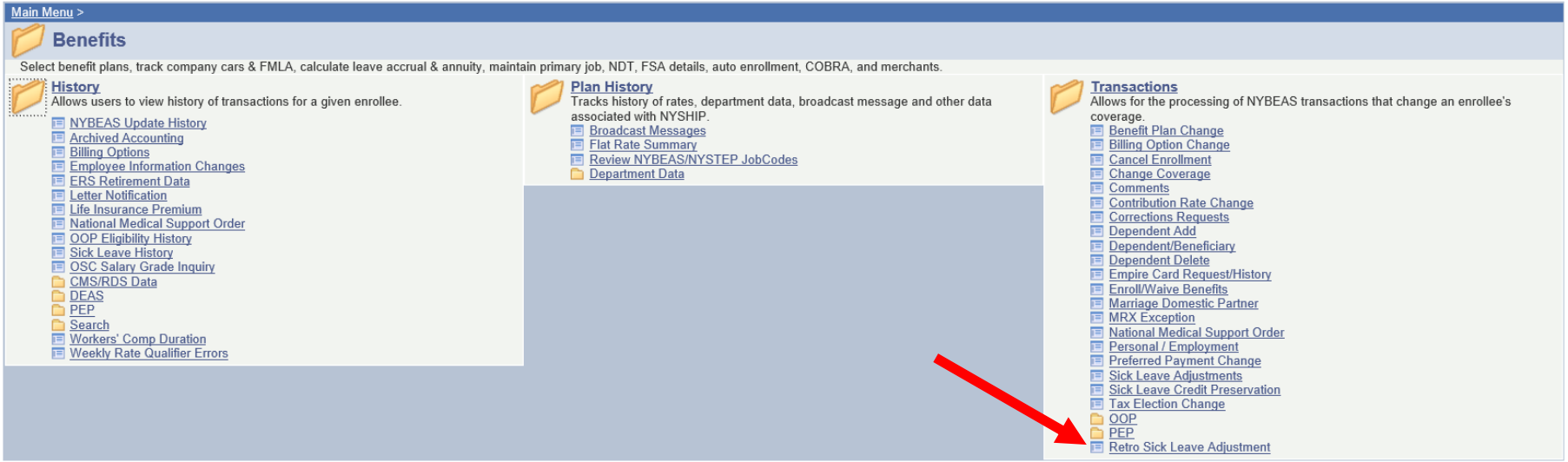
- You can view the Retro Sick Leave Adjustment transaction in NYBEAS to review your input, but the adjustment will not reflect in NYBEAS Update History until EBD submits the records to be updated systematically
- Once until EBD runs the systematic update, NYBEAS will reflect a Sick Leave Update that was processed by PCONTROL
- In this section we will review how to find the adjusted sick leave credit using both the Sick Leave Adjustment transaction and NYBEAS Update History

How to View Adjustment in NYBEAS

- Navigate to the **Retro Sick Leave Adjustment** transaction in NYBEAS to review your input. From the NYBEAS homepage, select **Benefits**

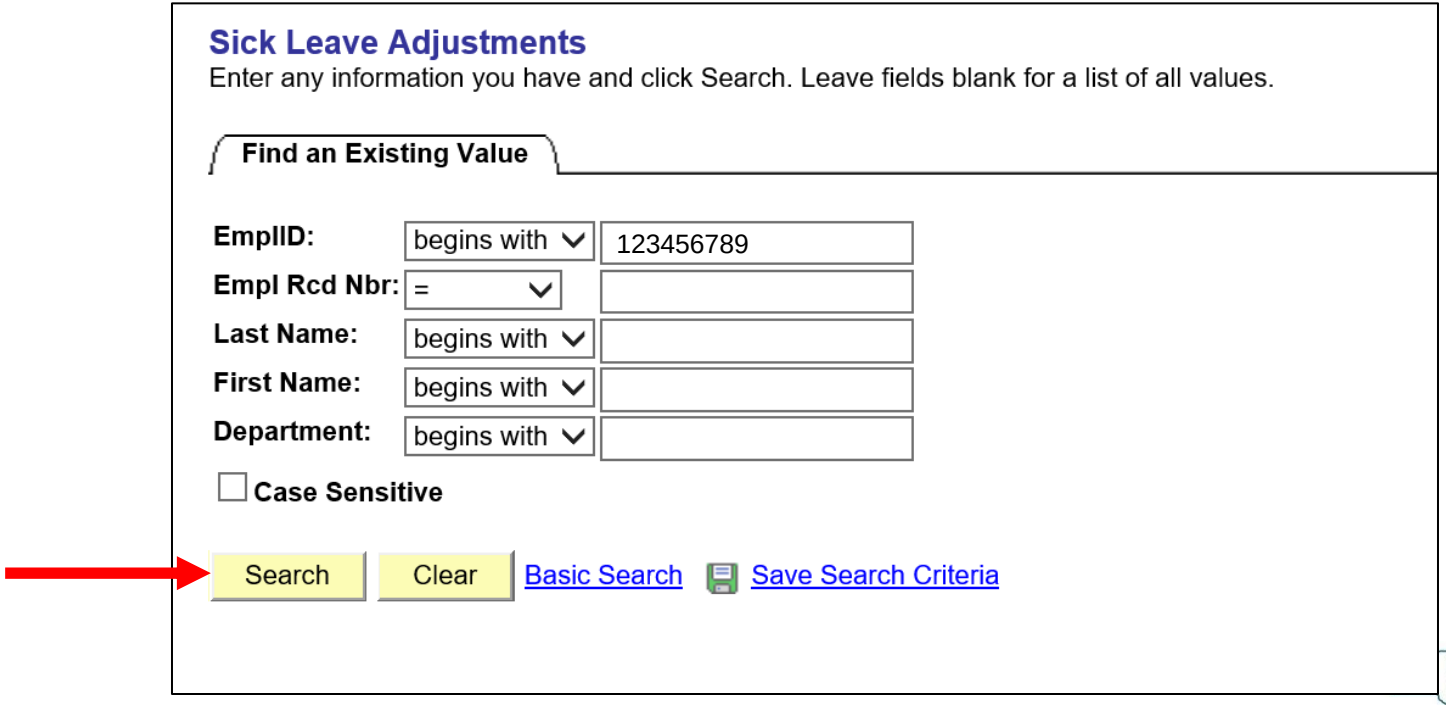
How to View Adjustment in NYBEAS

- From the **Transactions** folder, choose **Retro Sick Leave Adjustment**



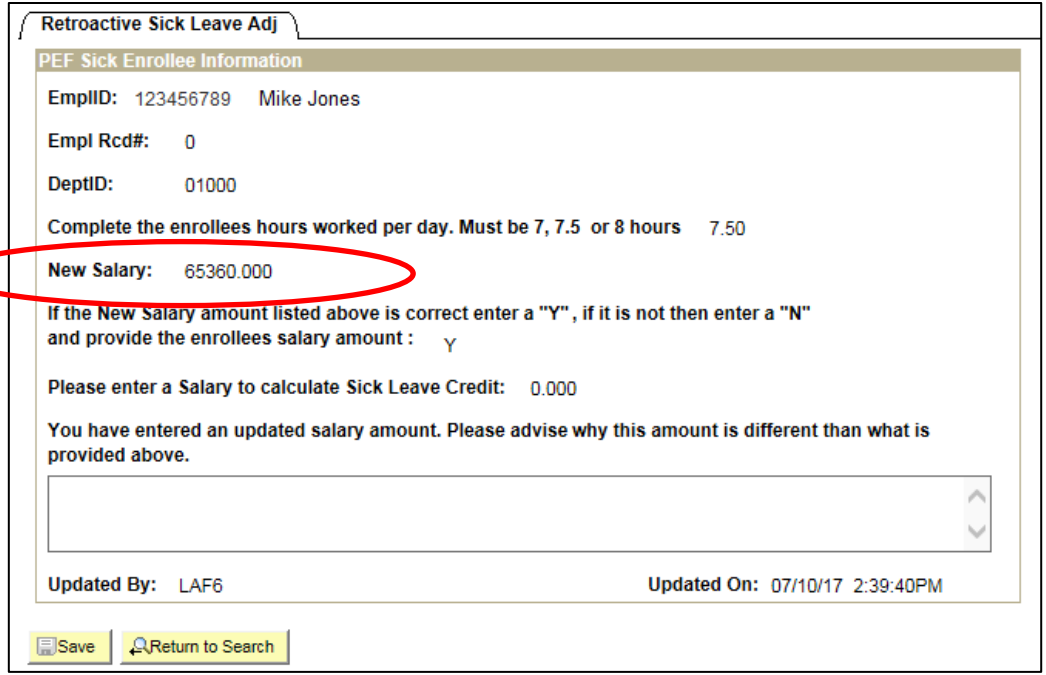
How to View Adjustment in NYBEAS

- Enter the enrollee's SSN into the **EmplID** field and then click **Search**



How to View Adjustment in NYBEAS

- The **Retroactive Sick Leave Adjustment** screen will appear confirming **the New Salary**


Retroactive Sick Leave Adj

PEF Sick Enrollee Information

EmplID: 123456789 Mike Jones

Empl Rcd#: 0

DeptID: 01000

Complete the enrollees hours worked per day. Must be 7, 7.5 or 8 hours 7.50

New Salary: 65360.000

If the New Salary amount listed above is correct enter a "Y" , if it is not then enter a "N" and provide the enrollees salary amount : Y

Please enter a Salary to calculate Sick Leave Credit: 0.000

You have entered an updated salary amount. Please advise why this amount is different than what is provided above.

Updated By: LAF6 Updated On: 07/10/17 2:39:40PM

Save Return to Search

How to View Adjustment in NYBEAS

- Once EBD runs the systematic update, the Sick Leave Update (processed by PCONTROL) will be reflected in the **NYBEAS Update History Events Tab**

Events | Benefits | Medicare Part D | Hold Harmless | Programs | Billings

Employee Information

JONES, MIKE EmplID: 123456789 Empl Rcd #: 0

Plan Type View All First 1 of 4 Last

Plan Type: Medical 10

Event Information View All First 3-6 of 30 Last

Action Date	Effective Date	Eff Seq	Action	Reason	CBR Evtld	Ovrd Sw	Source ID	Request Date	Event Date	User ID	Dep Info	Comment	View Audit Info
09/14/2017	05/04/2017	0	SCK	Sick Leave Update	0	N	COMPINFC		05/04/2017	PCONTROL			
09/08/2017	06/01/2017	1	MED	Medicare Change	0	N			06/01/2017	BDM1			
09/08/2017	05/04/2017	0	BIL	Move to Regular Billing	0	N			09/08/2017	BDM1			
04/27/2017	05/04/2017	0	SCK	Sick Leave Update	0	N			05/04/2017	PXL1			

Return to Search | Previous tab | Next tab | Refresh

Events | Benefits | Medicare Part D | Hold Harmless | Programs | Billings | Benefits/Billings | Accounting | Accounting Summary | Card #'s | Job

NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

How to View Adjustment in NYBEAS

- Click the "**i**" icon for more details

Events | Benefits | Medicare Part D | Hold Harmless | Programs | Billings

Employee Information

JONES, MIKE EmplID: 123456789 Empl Rcd #: 0

Plan Type View All First 1 of 4 Last

Plan Type: Medical 10

Event Information View All | First 3-6 of 30 Last

Action Date	Effective Date	Eff Seq	Action	Reason	CBR EvtId	Ovrd Sw	Source ID	Request Date	Event Date	User ID	Dep Info	Comment	View Audit Info
09/14/2017	05/04/2017	0	SCK	Sick Leave Update	0	N	COMPINFC		05/04/2017	PCONTROL			
09/08/2017	06/01/2017	1	MED	Medicare Change	0	N			06/01/2017	BDM1			
09/08/2017	05/04/2017	0	BIL	Move to Regular Billing	0	N			09/08/2017	BDM1			
04/27/2017	05/04/2017	0	SCK	Sick Leave Update	0	N			05/04/2017	PXL1			

Return to Search | Previous tab | Next tab | Refresh

Events | Benefits | Medicare Part D | Hold Harmless | Programs | Billings | Benefits/Billings | Accounting | Accounting Summary | Card #'s | Job

NEW YORK STATE OF OPPORTUNITY. Department of Civil Service

NYBEAS Events Panel

- The enrollee's Sick Leave Information will now reflect the corrected **Annual Salary** and **Sick Leave Amount**

Sick Leave

Sick Leave Information Find | View All First 1 of 1 Last

Effective Date:	05/04/2017	**Effective Seq.:**	0	**Leave Type:**	SnglAnnuit
Action Date:	09/14/2017	**Retirement Date:**	04/03/2017	**Work Schedule:**	
Leave Days:		**Daily Rate:**		**% Adjustment:**	
Leave Hours:	332.00	**Hourly Rate:**	33.40	**Amount:**	47.80
Annual Salary:	65360.000			**Std Hrs/wk**	7.50
		IPP Flag	☐	**Adjustable During Year?**	☑

Return

How to View Adjustment in NYBEAS

- You may also confirm the **Sick Leave Amount** on the **Billings** tab in **NYBEAS Update History**

Events | Benefits | Medicare Part D | Hold Harmless | Programs | Billings

Employee Information

JONES, MIKE EmplID: 123456789 Empl Rcd #: 0

Plan Type View All First 1 of 4 Last

Plan Type: Medical 10

Billings Details View All | First 1-7 of 10 Last

Effective Date	CBR EvtId	Comp	CustID	Rate Qual	Rate Share	Billing	Paygroup	Surchg %	Pay Meth	Tax Elect	Tax Flag	Imp Inc	Sick Leave Amt	PEP Amt
05/04/2017	0	NYS	00001	E2	84/69	Regular	Mnthly-NYS	0	EPEN	B	A	N	47.80	0.00
02/13/2017	0	NYS	00001	E2	84/69	Regular	Adm/Lag/BW	0	OPAY	B	B	N	0.00	0.00
02/13/2017	1	NYS	00001	T	% Total	Inactive	Mnthly-NYS	2	DIRP	B	A	N	0.00	0.00
11/03/2016	1	NYS	00001	T	% Total	Regular	Mnthly-NYS	2	DIRP	B	A	N	0.00	0.00
11/03/2016	0	NYS	00001	E2	84/69	Inactive	Mnthly-NYS	0	EPEN	B	A	N	28.71	0.00
02/26/2015	0	NYS	00001	E2	84/69	Regular	Adm/Lag/BW	0	OPAY	B	B	N	0.00	0.00
03/13/2014	0	NYS	00001	T1	% Total	Regular	Adm/Lag/BW	0	DIRP	B	A	N	0.00	0.00

Return to Search | Previous tab | Next tab | Refresh

Events | Benefits | Medicare Part D | Hold Harmless | Programs | Billings | Benefits/Billings | Accounting | Accounting Summary | Card

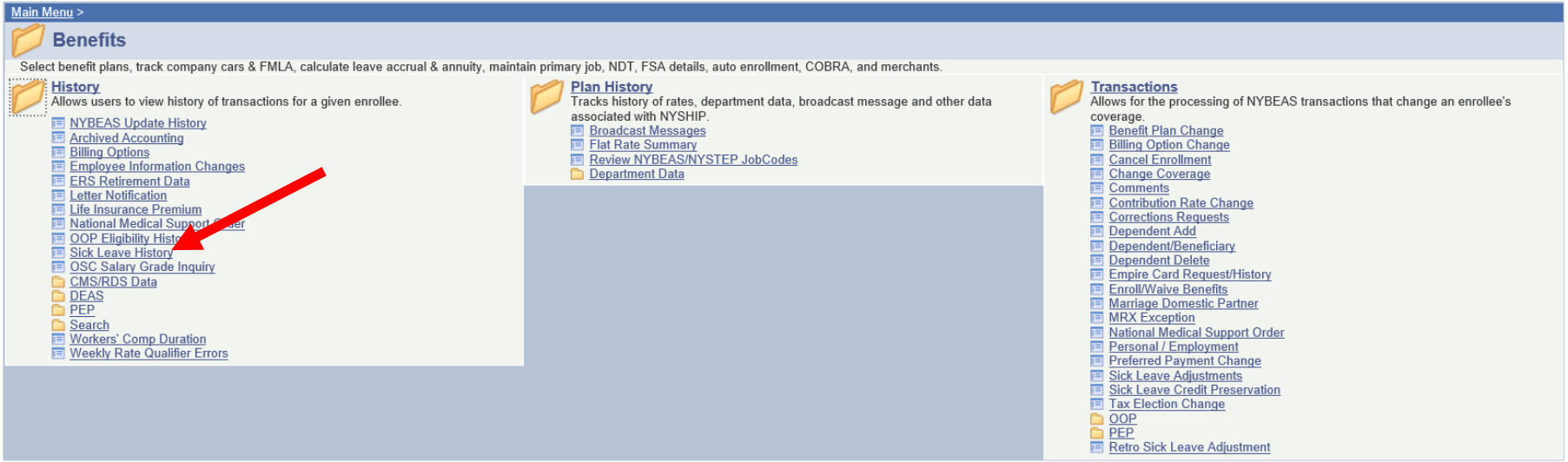
NYBEAS Sick Leave History

NYBEAS Sick Leave History

- From the NYBEAS homepage, select **Benefits**

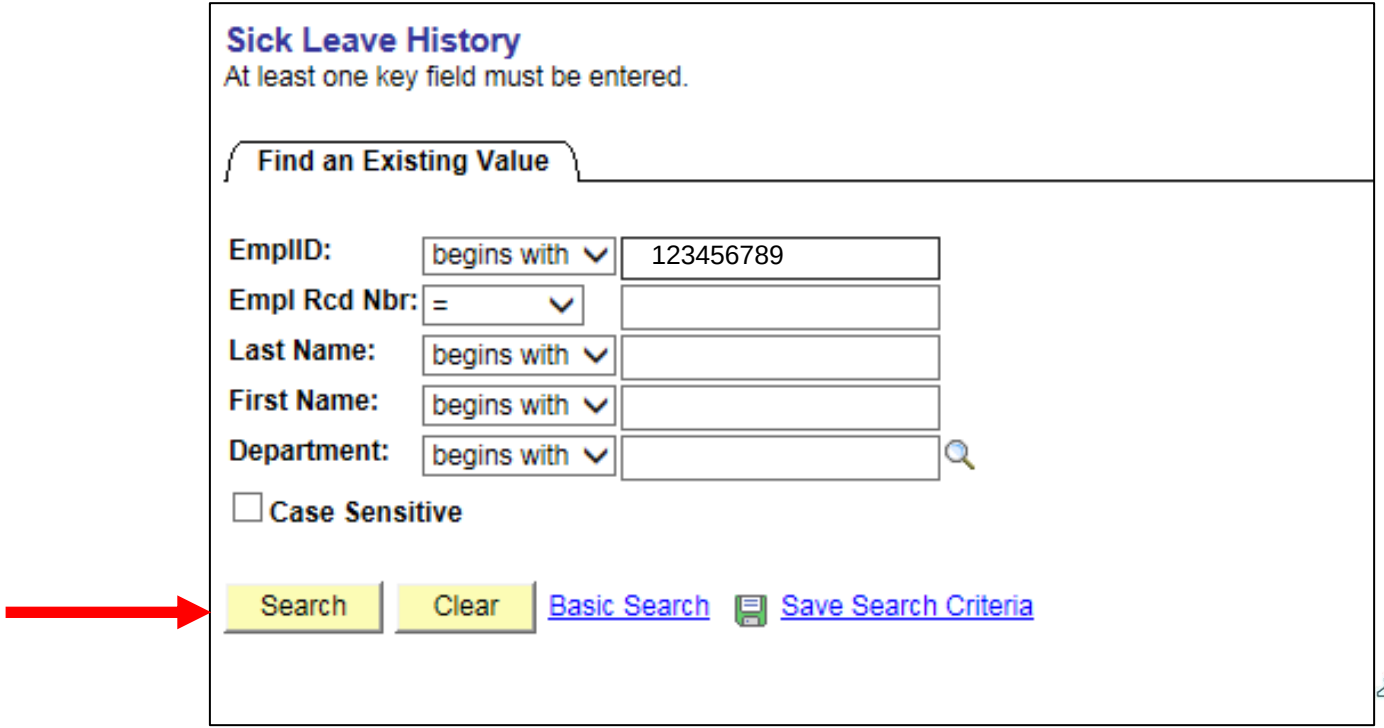
NYBEAS Sick Leave History

- From the Benefits folder, choose Sick Leave History



NYBEAS Sick Leave History

- Enter the enrollee's SSN into the **EmplID** field and then click **Search**



NYBEAS Sick Leave History

- The **Sick Leave History** screen will appear. Here you can confirm the **former Sick Leave Credit Amount** and the **new Sick Leave Credit Amount**

Sick Leave History

Jones, Mike 123456789

Sick Leave Information Find | View All First 1-3 of 3 Last

EffDt	Action Date	Eff Seq	Retirement Date	Type	Days	Daily Rt	Hours	Hourly Rt	Amount
05/04/2017	09/14/2017	0	04/03/2017	SnglAnnuit			332.00	33.40	47.80
05/04/2017	04/27/2017	0	04/03/2017	SnglAnnuit			332.00	32.69	46.78

Find First 1-3 of 3 Last

Return to Search Refresh

Contact Us & Questions

HBA HelpLine

If you have any questions while updating Retroactive Sick Leave Adjustment, contact the EBD HBA HelpLine at 518-474-2780 to speak with a processor

Questions